

CHAPTER 9

DECLARATIONS UNDER PENALTY OF PERJURY FOR ELECTRONIC FILING

FILING METHOD:

BATCH OR INDIVIDUALLY

Batch Filing

The CM/ECF Batch Filings category was developed to expedite the filing of the same type of event in multiple cases by processing one docket entry. This feature offers the option to associate a separate PDF image for each case listed. The *Declaration Under Penalty of Perjury for Electronic Filing* is an example of an entry that can be filed using [Batch Filings](#). The same docket text is needed in every case, however each case will also need its own unique PDF image. This section of the module demonstrates the steps to take to docket a *Declaration Under Penalty of Perjury for Electronic Filing* in multiple cases using [Batch Filings](#). The same steps would be followed for other types of **allowable** Batch Filings events that a PDF image is needed.

Note: There are two other ways to docket the Declaration. Individually under the Miscellaneous category and as an attachment to a docket event.

STEP 1 Click the [Bankruptcy](#) hypertext link on the CM/ECF Main Menu.

STEP 2 The **Bankruptcy Events** screen displays.

— Click the [Batch Filings](#) hypertext link.

STEP 3 The **Case Number List Box** screen displays. (See Figure 1)

CM/ECF Bankruptcy • Adversary • Query • Report

File a Court document

INPUT CASE NO.: Office Code-Year-Case Type-No. (EXAMPLE 8-02-bk-01)

OFFICE CODES: 3=Jacksonville; 6=Orlando; 8=Tampa; 9=Fort Myers

TYPES: bk=Bankruptcy; ap=Adversary; mp=Misc. Matrs

Case Number(s)

6-03-bk-4
6-03-bk-5
6-03-bk-6
6-03-bk-7

99-12345, 1-99-bk-12345 or 1-99-bk-12345

Next Clear

Figure 1

- Type the complete case number in the Extended Window box.
(Case number format - office code-yy-bk-nnnnn)

Note: If this entry will be filed in many cases, it is suggested that the list of case numbers be copied to the clipboard after they are typed. This is because if any of the case numbers entered in CM-ECF are erroneous, an error message appears and the valid case numbers already entered will be lost with the exception of the final case number typed. If that happens, one can easily paste the list into the Extended Window Box again, make the corrections, and continue on quickly without having to re-type the entire list. To copy the case numbers to the clipboard:

- Type the list of case numbers.
 - Highlight the list with your mouse
 - Press the keystroke **[Ctrl + C]** to copy the list.
 - Use the keystroke **[Ctrl + V]** to paste the list of case numbers in the box.
- Click **[Next]** to continue.

STEP 4 The **Document Selection** screen displays. (See Figure 2)

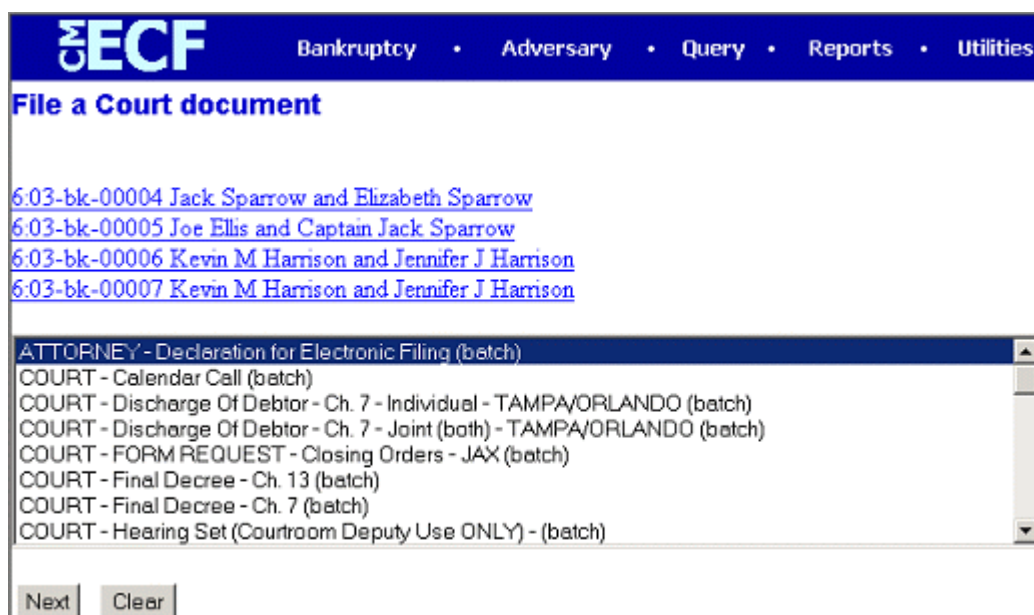


Figure 2

Note: All events that can be filed by an Attorney using Batch Filings begin with ATTORNEY.

- Verify each case number and case name.
- If any of the case numbers and names are incorrect, click the browser **[Back]** button. Paste the case number list into the Extended Window Box, and then find and correct the erroneous case numbers.

Note: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

- Use the down arrow — to the right of the box to scroll through the event list to select the type of document to be filed.
- Click **[Next]** to continue.

STEP 5 The **PDF Document Selection** screen displays. (See Figure 3)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

File a Court document:

[6:03-bk-00004 Jack Sparrow and Elizabeth Sparrow](#)

[6:03-bk-00005 Joe Ellis and Captain Jack Sparrow](#)

[6:03-bk-00006 Kevin M Harrison and Jennifer J Harrison](#)

[6:03-bk-00007 Kevin M Harrison and Jennifer J Harrison](#)

COURT USERS: ADJUST THIS DATE, AS NECESSARY, TO THE DATE THE DOCUMENT WAS FILED

6:03-bk-00004 Jack Sparrow and Elizabeth Sparrow	<input type="text"/>	Browse...
6:03-bk-00005 Joe Ellis and Captain Jack Sparrow	<input type="text"/>	Browse...
6:03-bk-00006 Kevin M Harrison and Jennifer J Harrison	<input type="text"/>	Browse...
6:03-bk-00007 Kevin M Harrison and Jennifer J Harrison	<input type="text"/>	Browse...

Next Clear

Figure 3

- Click **[Browse]**, to the right of the first case number then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, close the PDF image and select **Open** from the “Choose File” pop-up screen to associate the PDF file with the docket entry. **Repeat this step for every case in the batch file.**

STEP 6 The **List the Document Screen** will display. (See Figure 4)

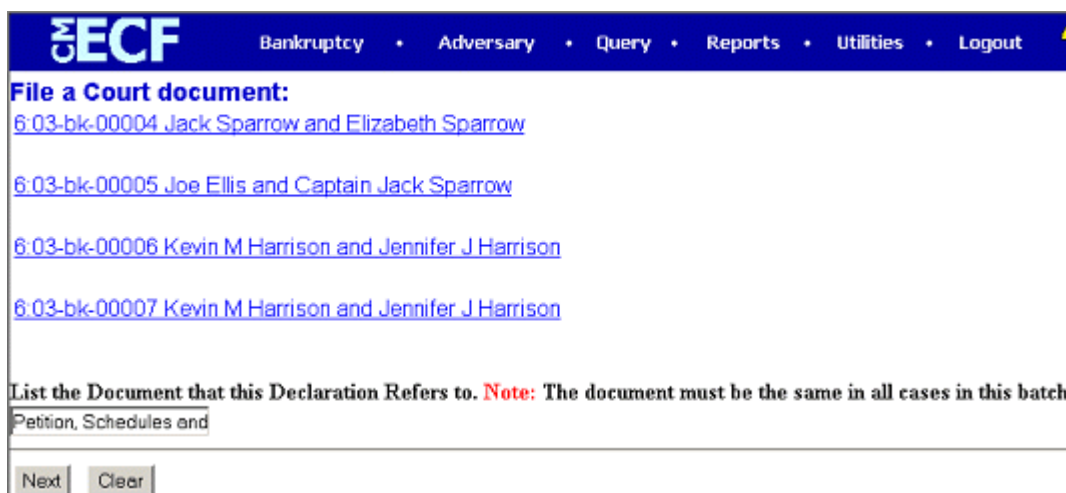


Figure 4

- Type the documents referenced in the Declaration in the text box.

Note: The documents **must** be the same in all cases in the batch. If not the same, the Declaration must be entered via the Bankruptcy/Miscellaneous menu or via the batch menu to accommodate the difference.

- Click **[Next]** to continue.

STEP 7 The **Verification Screen** will display.

- Click **[Next]** to continue.

STEP 8 The **Final Docket Text** screen appears (See Figure 5)

ECF Bankruptcy • Adversary • Query • Reports • Utilities

File a Court document:

[6:03-bk-00004 Jack Sparrow and Elizabeth Sparrow](#)

[6:03-bk-00005 Joe Ellis and Captain Jack Sparrow](#)

[6:03-bk-00006 Kevin M Harrison and Jennifer J Harrison](#)

[6:03-bk-00007 Kevin M Harrison and Jennifer J Harrison](#)

Docket Text: Final Text

Declaration Under Penalty of Perjury for Electronic Filing regarding Petition, Schedules and Statement of Affairs. (Baker, Christine)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Figure 5

- Verify the Final Docket Text. Read the Attention!! message.
- If the Final Docket Text is correct:
 - Click **[Next]** to continue and officially submit the document.
- If The Final Docket Text is incorrect:
 - Click the browser **[Back]** button to find the error(s) and then proceed with the event.
 - To abort or restart the transaction, return to **Step 1** and begin again.

STEP 9 The **Notice of Electronic Filing** screen displays.

- One Notice is received for all cases.
- Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present a docket report for the selected case.
- Clicking on the document number hypertext link will present the PDF image of the document chosen.
- Scroll down to see participants who have and have not registered for electronic noticing on this case.
- To print a copy of this notice click the browser **[Print]** icon.
- To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- You may also save the notice through the browser **File/Save** option.

Individual Filing

This section of the module demonstrates the steps to take to docket a *Declaration Under Penalty of Perjury for Electronic Filing* individually.

STEP 1 Click the [Bankruptcy](#) hypertext link on the CM/ECF Main Menu.

STEP 2 The **Bankruptcy Events** screen displays.

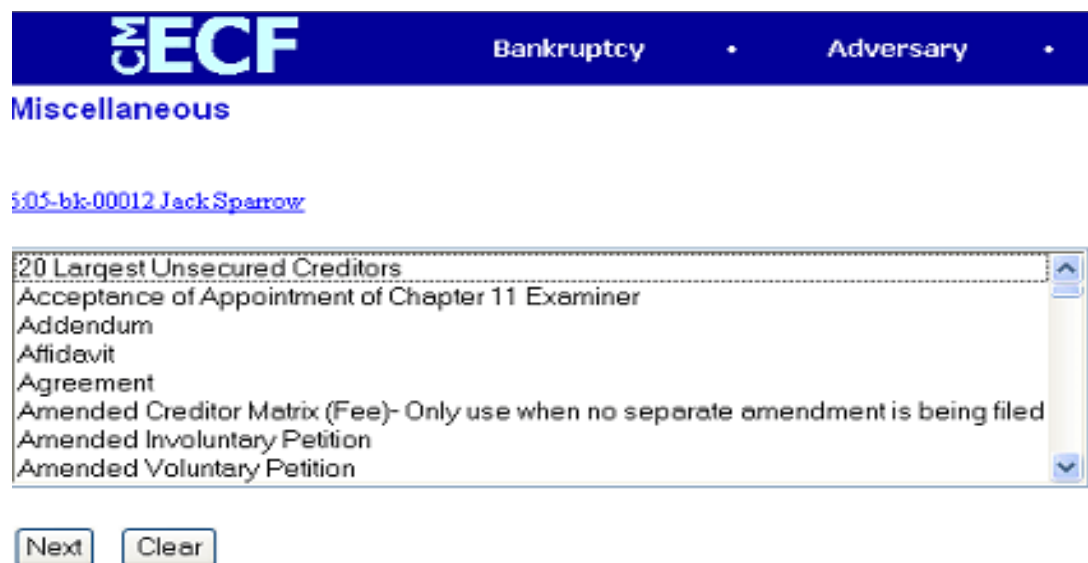
Click the [Miscellaneous](#) hypertext link.

STEP 3 The **Case Number** screen displays.

Enter the complete case number (office code-yy-bk-nnnnn).

Click **[Next]** to continue.

STEP 4 The **Document Selection** screen displays. (See Figure 6)



The screenshot shows the CM/ECF Bankruptcy Adversary Miscellaneous screen. At the top, there is a blue header bar with the CM/ECF logo on the left, and 'Bankruptcy' and 'Adversary' links on the right. Below the header, the word 'Miscellaneous' is displayed in blue. Underneath, the case number '05-bk-00012 Jack Sparrow' is shown in blue. A list of document types is displayed in a scrollable box, including '20 Largest Unsecured Creditors', 'Acceptance of Appointment of Chapter 11 Examiner', 'Addendum', 'Affidavit', 'Agreement', 'Amended Creditor Matrix (Fee)- Only use when no separate amendment is being filed', 'Amended Involuntary Petition', and 'Amended Voluntary Petition'. At the bottom of the screen, there are two buttons: 'Next' and 'Clear'.

Figure 6

Verify the case name and case number displayed.

- If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.
- If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.

Click the down arrow — to reveal the list of miscellaneous events. Highlight *Declaration for Electronic Filing*.

Click **[Next]** to continue.

STEP 5 The **Select the Party** screen displays.

- Click the down arrow — to scroll the **Select the Party** box to locate the party filer (i.e.: debtor, joint debtor or creditor).
- Click to highlight and select the party for which the document is filed.

Note: If you wish to highlight more than one party, hold the “**Ctrl**” key down and click to highlight the remaining party or parties.

- Click **[Next]** to continue.

STEP 6 The **PDF Document Selection** screen displays.

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, close the PDF image and select **Open** from the “Choose File” pop-up screen to associate the PDF file with the docket entry.
- The **Attachments to Document** option defaults to **No** and should not be changed.
- Click **[Next]** to continue.

STEP 7 The **Refer to Existing Event(s)?/List the Document Screen** will display. (See **Figure 7**)



ECF Bankruptcy • Adversary • Query • F

Miscellaneous:
[6:05-bk-00113 Harry Henderson](#)

☒ Refer to existing event(s)?

List the Title of the Document that this Declaration Refers to.

Figure 7

- Click inside the box next to **Refer to existing event(s)?** to indicate that this filing does refer to an existing document. This will allow you to choose the related document and a linkage will be created in the system.
- Type the documents referenced in the Declaration in the text box.
- Click **[Next]** to continue.

STEP 8 The **Document Category** screen displays. (See Figure 8)



ECF Bankruptcy

Miscellaneous:
[6:05-bk-00113 Harry Henderson](#)

Select the category to which your event relates.

Type
answer
appeal
assign
caseupld
claims
cmp
court
creditrd
misc

Figure 8

- Click to highlight and select the category of the related documents.

Note: If you are unsure as to the category of the related documents, left click on *Type* and drag down to highlight and select all categories. The system will find and display all docket entries associated with the case.

- Click **[Next]** to continue.

STEP 9 A **Document List** displays.

- A list of documents filed in the case will be displayed. If you highlighted all category types, the entire docket will be displayed.
- Click inside the box next to each document listed on the Declaration Under Penalty of Perjury for Electronic Filing.
- Click **[Next]** to continue.

STEP 10 The **Final Docket Text** screen displays. (See Figure 9)

ECF Bankruptcy • Adversary • Query • Reports • Utilities

Miscellaneous:
[05-bk-00113 Harry Henderson](#)

NOTE: Only text in the white boxes can be modified

Docket Text: Modify as Appropriate.

Declaration Under Penalty of Perjury for Electronic Filing Regarding Petition, Declaration Concerning Debtor's Schedules, Statement of Financial Affairs and Statement of Social Security Number Filed by Christine Baker on behalf of Debtor Harry Henderson (related document(s)[1]). (Baker, Christine)

Next Clear

Figure 9

- A prefix box and supplemental text box window are available to add more detail to the docket text.
- Click the down arrow — to display the prefix options. **Note:** You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type “v”). Prefix Options to choose from are:

[none]
Addendum to
Agreed
Alias
Amended
Amendment to
Appraisal and
Certified
Consent
Corrective
Cross
Emergency
Ex Parte
Expedited
Fifth
Final
First
First Amended
Fourth
Fourth Amended
Initial
Interim
Intervenor's
Joint
Limited
Modified
Omnibus
Opposition
Pluries
Pre-Trial
Proposed
Renewed
Sealed
Second
Second Amended
Sixth
Status
Stipulated

Supplemental
Supporting
Third
Third Amended
Third Party
Trial
Unilateral
Unopposed
Verified

- Click **[Next]** to continue.

STEP 11 The **Final Approval** screen displays.

- Verify the Final Docket Text. Read the Attention!! message.
- If the Final Docket Text is correct:
 - Click **[Next]** to continue and officially submit the document.
- If the Final Docket Text is incorrect:
 - Click the browser **[Back]** button to find the error(s) and proceed with the event.
 - To abort the event and begin again, return to **Step 1**.

STEP 12 The **Notice of Electronic Filing** screen displays.

- Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present a docket report for the selected case.
- Clicking on the document number hypertext link will present the PDF image of the document chosen.
- Scroll down to see participants who have and have not registered for electronic noticing on this case.
- To print a copy of this notice click the browser **[Print]** icon.
- To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- You may also save the notice through the browser **File/Save** option.